Meeting minutes

Project name: Meeting date:

Place: Duration:

Meeting purpose:

# Team

|  |  |  |
| --- | --- | --- |
| Attendance |  | Absent |
|  |  |  |
|  |  |  |
|  |  |  |

# Roles

• Facilitator:

• Note taker:

• Timekeeper:

# Agenda

|  |  |  |
| --- | --- | --- |
| Topic | Presenter | Deadline |
| Topic 1: not enough days of | Student | Today |
|  |  |  |
|  |  |  |

# Issues

|  |  |  |
| --- | --- | --- |
| Topic | Discussions | Deadline |
| Topic 1 | Increase school duration (staff), increase days off duration (student) | Next week |
|  |  |  |
|  |  |  |
|  |  |  |

# Next weeks

|  |  |  |
| --- | --- | --- |
| Action | Who? | Deadline |
| Topic 1 | Global team | Next week |
|  |  |  |
|  |  |  |
|  |  |  |